



## REQUEST FOR NON-SCHOOL SPONSORED EDUCATIONAL TRIP

**TO: Parents/Guardians/Students**

**RE: Request for Educational Trip**

Please assist us in complying with West York Area School District policy with regard to requesting an educational trip. When completing a request for an educational trip, please cite an educational experience that the trip will provide. Travel can be educational if it is presented as “visiting” a different geographical region as opposed to a family visit. Seeing historical landmarks and/or industrial plants can also qualify as valid reasons. Visiting educational exhibits, participating in educational activities, or touring different cities are also educational experiences.

Your cooperation in listing an educational reason for the requested absence will greatly assist us in adhering to Board policy and in satisfying Pennsylvania Department of Education audits.

Please review the following criteria and guidelines, which apply to the request for an educational trip.

When requesting an educational trip, it is recommended that the application be submitted at least five (5) school days in advance of the trip.

The following criteria apply to educational trips:

- Excused absences for educational travel will be limited to five (5) days per school year.
- A trip form will need to be completed for each student attending.
- If your trip exceeds 5 approved days any additional days will be marked unlawful/unexcused.
- Students must have passing grades in all current subjects in order for an educational trip to be considered excused.
- Students must have a satisfactory attendance record (i.e., no citations for unlawful absences, no warning letters for excessive absences, etc.) to be considered excused.
- Educational trips will not be approved during PSSA or Keystone Exam testing or during final exams.
- Educational trips will not be approved for days of field trips in which students are ineligible.

The amount of class time and material missed when absent from school should be of significant importance to parents and students. The student is responsible for getting the assignments from the teacher. Work missed through legal absences shall be made up as quickly as possible. Students are permitted one (1) school day to make up work missed for each school day they were legally absent. Students are NOT permitted to make up work missed because of an illegal/unexcused absence. Please consider this when requesting an educational trip so that academic performance does not suffer.

The student is responsible for getting his/her teachers to complete their portion of the **REQUEST FOR EDUCATIONAL TRIP FORM**. This form needs to be returned to the office for approval prior to the date(s) of absence. If the forms are not returned to the office prior to the date(s) of absences, the date(s) may be considered unexcused and/or unlawful.

Please complete the attached form and initial here \_\_\_\_\_.

**REQUEST FOR NON-SCHOOL SPONSORED EDUCATIONAL TRIP**

\_\_\_\_\_ will be absent from school on \_\_\_\_\_  
 (Student’s Name/Grade) (Date(s) of Absence)

to participate in an educational tour or trip provided during the school term at the expense of the parents.

Reason: \_\_\_\_\_

Name(s) of adult supervision during the trip: \_\_\_\_\_

Name(s) of school-aged siblings: \_\_\_\_\_ / Building: \_\_\_\_\_

Name(s) of school-aged siblings: \_\_\_\_\_ / Building: \_\_\_\_\_

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Name(s) of school-aged siblings: \_\_\_\_\_ / Building: \_\_\_\_\_

**\*\*\* A trip form will need to be completed for each student attending.\*\*\***

**\*\*\*If your trip exceeds the 5 approved days, any additional days will be marked unlawful/unexcused.\*\*\***

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\*\* High/Middle School students are responsible for ensuring their teachers complete this section of the form prior to submitting the form to the office. Parents of elementary students may submit the form to the office without this section completed. Elementary office staff will complete this section of the form for your student.\*\*\**

Current Academic Record:

Subject	Current Grade: Passing/Failing	Teacher	
		Comment	Signature

<b>For Office Use Only:</b>	Current School Year Attendance Record:
Excused Absences: _____	Unexcused Absences _____
Warning Letter(s) Sent? _____ Yes _____ No	Citation(s)? _____ Yes _____ No
_____ <b>Trip Approved</b>	_____ <b>Trip Disapproved</b>
Reasons for Disapproval:	
_____ Attendance	_____ Grades/otherwise ineligible
_____ Exceeds five (5) day limit	_____ Final Exams
	_____ PSSA/Keystone
	_____ Request not submitted prior to absence
_____ (Building Principal)	_____ (Date)